2015 HUMAN SERVICES GRANT
APPLICATION INSTRUCTION MANUAL

GRANT RELEASE DATE: FEBRUARY 4, 2015
ADDENDUM: **FEBRUARY 24, 2015**
TECHNICAL ASSISTANCE: FEBRUARY 16 – 27, 2015

ONLINE SUBMISSION DATE: **MARCH 13, 2015 AT 3:00 PM**

The official process for completing a Human Services Grant Application is through the use of an on-line application. *To access the on-line application please visit:* **http://fultoncountyga.gov/WebGrants** .

This application instruction manual is to be used *only as a reference guide* when completing the on-line application.

"If you need reasonable modifications due to a disability, including communications in an alternate format, please contact the Disability Services Liaison at 404-613-7944. For TDD/TTY or Georgia Relay Service Access, dial 711."

Fulton County Office of Grants and Community Partnerships

Human Services Grant

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ADDENDUM # 1

2015 F.R.E.SH. and Human Services Grant Application

Please be advised of the following updates to the 2015 F.R.E.S.H. Grant and Human Services Grant Application that was released on Wednesday, February 4, 2015 via the Fulton County WebGrants online application system http://fultoncountyga.gov/webgrants.

The addendum reflects the strategy to streamline the F.R.E.S.H. Grant and Human Services Grant process to be consistent with Fulton County's Fiscal Year.

When submitting your application(s) please sign the "Certification and Assurances" section on the application cover page, which states in part that your organization acknowledges it has seen Addendum #1, and that this information is included as part of your final submission.

Item #1:
1. The contract period for the 2015 F.R.E.S.H. Grant and Human Services Grant have been change **FROM** July 1, 2015-June 31, 2016 **TO** January 1, 2015 – December 31, 2015 to align with Fulton County's Fiscal Year
   - Agencies that are awarded 2015 F.R.E.S.H. or Human Services Grant funding will be able to use the first (1st) half of their grant award to cover services rendered/to be rendered January 1, 2015-June 30, 2015.
   - The second (2nd) half payment will cover services rendered July 1, 2015-December 31, 2015.
   - F.R.E.S.H. Grant Summer Programs will be able to use the full grant award to cover summer only programming rendered May1, 2015-August 31, 2015.
   - If an agency did not render services January 1, 2015-June 30, 2015, they will be able to request funding to only cover services rendered July 1, 2015-December 31, 2015.
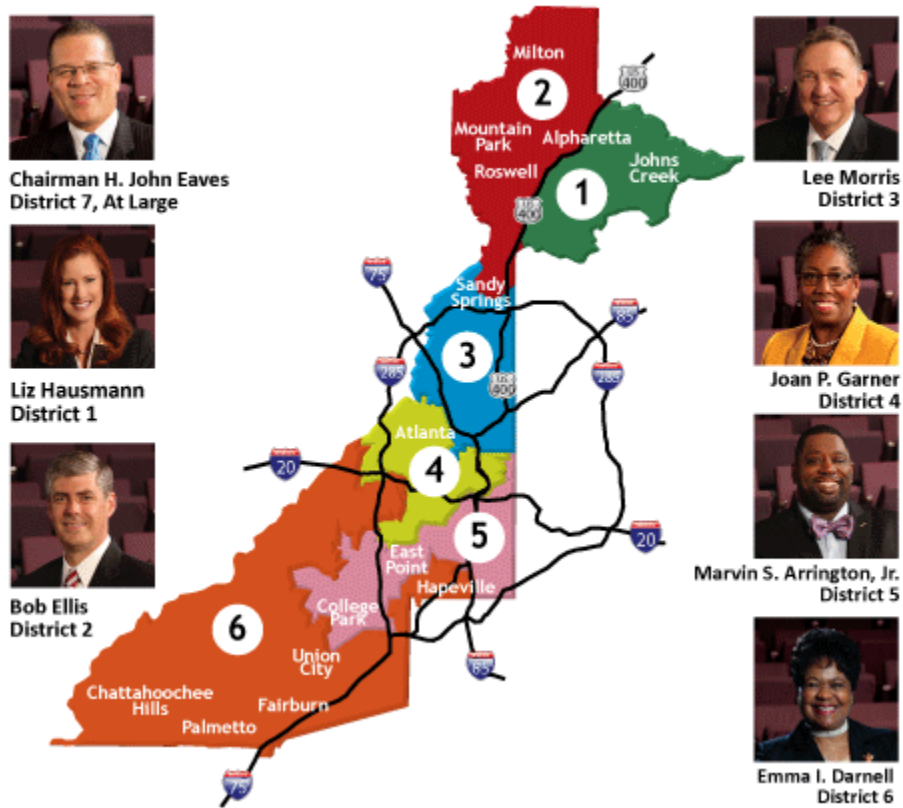
Item # 2:
1. The Audit period listed in eligibility requirement #11 of the 2015 F.R.E.S.H. and Human Services Grant Application have been expanded to a three (3) year period (**January 1, 2012 – December 31, 2014**) as oppose to the previous two (2) year period (January 1, 2013 – December 31, 2014). Agencies should submit the most recent audit within this time period.
   - This change will provide an opportunity for agencies that operate on different fiscal years than the Fulton County (i.e., July-June, October-November, etc.) to be eligible to participate in the grant application process.

Item # 3:
1. Question 37b of the 2015 F.R.E.S.H. Grant and Human Services Grant Applications have been expanded to require applicants to provide a budget scenario if awarded funding at 75%, 50%, and 25% of requested grant amount.
   - This information will be utilized during the negotiation of scope phase of the grant process to develop the contract.

Fulton County Board of Commissioners

Chairman H. John Eaves
District 7, At Large

Liz Hausmann
District 1

Bob Ellis
District 2

Lee Morris
District 3

Joan P. Garner
District 4

Marvin S. Arrington, Jr.
District 5

Emma I. Darnell
District 6

MISSION:

Fulton County operates under the commission-county manager form of government. This system combines the policy leadership of elected officials with the administrative abilities of a county manager. The commission meets in regular session twice a month on the first Wednesday (10 a.m.) and the third Wednesday (10 a.m.). Tune in to Fulton County's government access channel, FGTV, for live coverage.

141 Pryor Street SW, 10th Floor
Atlanta, GA 30303
404-612-8200

http://www.fultoncountyga.gov/commissioners

Fulton County F.R.E.S.H. and Human Services Grant Programs

Fulton County Government assures the provision of quality human services to all citizens of Fulton County. This includes citizens who are residents of municipalities within the county.

This remarkable task is accomplished in large part by contractual arrangements with nonprofit agencies. The nonprofit community is a vast network of agencies that deliver a continuum of services to general and special populations. Nonprofit organizations play a pivotal role in service delivery, because they are generally community based and community focused entities. Fulton County relies heavily on the nonprofit community to bridge the gaps in the Fulton County human services delivery system.

In that regard, Fulton County seeks to create new partnerships as well as nurture the partnerships we have historically maintained with the nonprofit community through our grant programs.

The F.R.E.S.H. & Human Services Grant Programs are annually, competitive processes in which applications for funding are received and reviewed for eligibility. Applications are then recommended for funding based on prioritization of needs in the community and pre-established grant budgets. The intent of the F.R.E.S.H. and Human Services Grant is to fund all eligible, quality, community-based applicants who address the needs of the community; however, there is no guarantee of funding (whether or not an applicant has received funding in the past).

The Fulton County Board of Commission then executes legal contracts between Fulton County and nonprofit agencies selected through the Office of Grants and Community Partnership's Grant Program application and review process. The grant programs are currently administered by the Fulton County Office of Grants and Community Partnerships.

This is the application instruction manual for the 2015 Human Services Grant.
The official process for completing a Human Services Grant Application is through the use of an on-line application. *To access the on-line application please visit:*
http://fultoncountyga.gov/WebGrants . This application instruction manual is to be used *only as a reference guide* when completing the on-line application.

Application Definitions:

Term	Definition
Administrative Expenses	Grant funds that are spent on executive / management staff and administrative support staff salaries, salary fringe, and benefits; etc.). **(Note: Not more than 3.5% of grant award can be used for administrative costs.)**
Applicant/ Agency	The nonprofit organization requesting grant funds.
Basic Standards for Non-Profit Organizations	Basic Standards for Non-Profit Organizations is a quality measurement tool adapted from the Quality Enhancement Standards Assessment Tool (GA Coalition to End Homelessness) and developed by the Fulton County Office of Grants and Community Partnerships that identifies the minimum requirements that all grant funded agencies must meet in order to receive Basic Standards certification. The Basic Standards tool covers the areas of administration, fiscal management, food service, medical, personnel, safety and environment, and program operations/procedures.
BOC	Fulton County Board of Commissioners
CAB	Community Advisory Board is responsible for external review of F.R.E.S.H. Grant Applications.
Capacity Building	Efforts by agency to train, certify, enhance and build upon agency's ability to improve operations and services.
Direct Service Expenditures	Grant funds utilized to provide services directly to agency/program participants such as payments made on behalf of participants for rent, utilities, food, shelter, transportation (rentals, gas, and parking, bus drivers, public transportation costs, etc.) , scholarships and day care vouchers, salaries and fringe benefits for direct service personnel (Case Managers, Educators, Subcontractors, etc.), program supplies (educational/instructional materials, paper, pencils, markers, etc.) directly consumed by participants. Program materials that may be pertinent to the scope of services of a funded program and that aid in grantee meeting contracted program outcomes are included in this definition (i.e. children's story books, educational games, puzzles, and flash cards).
F.R.E.S.H. Grant	The **F.R.E.S.H.** (Fulton Roundtable Expanded Services Headquarters) Grant program was created and supported by the Fulton County Board of Commissioners in 1995 to expand and/or enhance existing youth related programs and services. *FRESH Grant Funds may only support youth from birth to 21 years of age.*
Funding Objective	The desired outcome for each F.R.E.S.H. and Human Services Grant funding area.
Funding Priorities	Specific needs throughout Fulton County will be given priority consideration for funding.
HSCC	Human Services Coordinating Committee is responsible for the external review of Human Services Grant Applications.
Human Services Grant	The **Human Services Grant** program was established and supported by the Fulton County Board of Commissioners in 1989 to bridge the gap in direct government services; This is accomplished by supporting established community-based non-profit organizations throughout Fulton County that support the Department's mission. Applicants seeking Human Services Grant funds must demonstrate the capacity to provide programming, activities and services that utilize evidence-based and / or best practices to influence at least one of the following Human Services Funding Areas: Aging, Disability, Employment, HIV/AIDS, Homelessness and Housing, and Youth and Families.
In-Kind Services	Goods or services of value provided to an agency without direct cash expense incurred by the agency.
Inputs	Inputs include resources dedicated to or consumed by the program. Examples are money, staff and staff time, volunteers and volunteer time, facilities, equipment and supplies.

Application Definitions (continued)

Term	Definition
Leverage	The power or ability to act or to influence people, events, decisions, etc.
Major Source of Funding	The primary source of funding used to operate the agency.
New Applicant	Agencies that did not receive FRESH/Human Services Grant funding in a previous year; Agencies that received previous funding, but do not possess a current/valid Fulton County Basic Standards Certificate. *Note: Agencies that have a current/valid Fulton County Basic Standards Certificate please see Returning Applicant definition.*
Non Profit Agency	An organization that does not operate for profit and has a 501 (c) 3 tax designation from the U.S. Internal Revenue Service.
Operational Expenditures	Operational Expenditures: Grant funds used to conduct agency/ organizational functions that are secondary to program service delivery such as office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), utility expenses, transportation expenses (staff travel expenses), marketing/catalogues, etc.
Performance Measures (Outcomes)	Outcomes are benefits or changes for individuals or populations as a result of participating in the program activities. Outcomes may relate to behavior, skills, knowledge, attitudes, values, condition, or other attributes. Outcomes are what the participants know, think, or can do; their behavior or condition as a result of the program. In simpler terms, outcomes are: the results, aftermath, consequence, effect, conclusion, product, payoff, finale, imprint, culmination, after effect, reward, vantage, perks, out growth, impact, impression, etc. **Impact Performance Measures** include changes in behavior, skills, knowledge, functioning, circumstance or other aspects of change experienced by participants as a result of their participation in the program. **Influence Performance Measures** include any ideas adopted by other organizations, changes in the community environments, institutions, systems, programs and policies that impact members of the target populations as a result of advocacy, use or promotion of evidence-based practices, policies or procedures. **Leverage Performance Measures** include any additional program funding that is attracted by F.R.E.S.H. and Human Services Grant funds. In addition to actual grant dollars, in-kind donations and volunteer hours may be included.
Performance Measures Themes	Indicators used to measure program performance.
Population Result	A population condition of well-being for children, adults, families stated clearly in plain language.
Program	Any specific component or set of services being provided through the grant funds.
Returning Applicant	Agencies that received FRESH/Human Services Grant funding in a previous grant cycle, and have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014). *Note: Agencies that did not receive funding in a previous grant cycle, but have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014) are also considered as returning.*
Scope of Duties	The exact manner in which grant funds will be used.
Service Delivery Site	Physical location where the program in which grant funding is being requested to support is held.
Subcontract	A contract by which one agrees to render services or to provide materials necessary for the performance of another contract.
Target Area / Fulton County Commission District	Geographic area / Commission District in which the agency will deliver services.

Application Definitions (continued)

Term	Definition
Target Population	A specific sector of people the agency intends to serve. The description of the target population should include the geographical area (state, city, county, neighborhood, etc.) covered by the people designed for the program, as well as the age group and gender.
Technical Assistance Workshops	Workshops held throughout Fulton County to familiarize F.R.E.S.H. and Human Services Grant applicants with the F.R.E.S.H. and Human Services Grant Application process, as well as provide the applicant with an opportunity to gain clarity needed to submit a grant application that complies with the requirements.
Unduplicated	Clients counted once during a specified timeframe, regardless of the number/ amount of services received from the agency.
WebGrants	Grants management software utilized by Fulton County for the electronic administration of the F.R.E.S.H. and Human Services Grant.

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REVISED Timeline for 2015 Grant Cycle
(As of 2/24/15)

Date	Action
February 4, 2015 – March 13, 2015	2015 F.R.E.S.H. and Human Services Grant application released. Public notice of available funds, grant guidelines, and application process.
February 16 - 27, 2015	Grant Application Technical Assistance Workshops provided.
March 13, 2015	**Application Deadline, 3:00 pm - Submission of application and attachments via the Fulton County WebGrants online application system.** *Hard Copy applications will not be accepted.*
March 16 – 19, 2015	Review applications for eligibility.
March 20 – April 3, 2015	Application review and recommendation process.
April 15, 2015	Grant recommendations presented to the Fulton County Board of Commissioners for approval.
April 15, 2015	Pending final action by BOC, notification of approved funding will be sent to grant recipients.
April 2015	Agency Negotiated Scope of Duties process.
April 2015	Contract development and signature process.
April 2015	2015 Grantees submit invoice for services rendered/to be rendered January 1, 2015 – June 30, 2015.
June 2015	Payment disbursed to 2015 Grantees for services rendered/to be rendered January 1, 2015 – June 30, 2015.
June 2015 - December 2015	Grant programs site visits.
July 9, 2015	2015 Status Report due via Fulton County WebGrants for services rendered January 1, 2015 – June 30, 2015.
July 31, 2015	2016 F.R.E.S.H. and Human Services Grant application released. Public notice of grant guidelines, and application process begins. Funding awards will be pending the approval of the County's 2016 budget.
November 6, 2015	2015 Grantees submit invoice for services rendered/to be rendered July 1, 2015 – December 31, 2015.
December, 2015	Payment disbursed to 2015 Grantees for services rendered July 1, 2015 – December 31, 2015.
January 9, 2016	2015 Status Report due via Fulton County WebGrants for services rendered July 1, 2015 – December 31, 2015.

2015 Technical Assistance Workshops for F.R.E.S.H. and Human Services Grants:

North Fulton	North Fulton
Tuesday, February 17, 2015 2:00 p.m. - 4:00 p.m. North Fulton Service Center 7741 Roswell Road, Room 232 Sandy Springs, GA 30350	**Thursday, February 26, 2015** 10:00 a.m. - 12:00 noon North Fulton Service Center 7741 Roswell Road, Room 232 Sandy Springs, GA 30350
Central Fulton	**Central Fulton**
Thursday, February 19, 2015 2:00 p.m. – 4:00 p.m. Fulton County Juvenile Justice Center 395 Pryor Street, SW Rooms 1132 and 1133 Atlanta, GA 30312 *Note: Glass items, sharp items, weapons, cameras, and camera phones are not permitted in the Fulton County Juvenile Justice Center*	**Tuesday, February 24, 2015** 10:00 a.m. – 12:00 noon Fulton County Juvenile Justice Center 395 Pryor Street, SW Rooms 1132 and 1133 Atlanta, GA 30312 *Note: Glass items, sharp items, weapons, cameras, and camera phones are not permitted in the Fulton County Juvenile Justice Center*
South Fulton	**South Fulton**
Friday, February 20, 2015 10:00 a.m. - 12:00 p.m. South Fulton Service Center 5600 Stonewall Tell Rd. Auditorium-Room 215 College Park, GA 30349	**Wednesday, February 25, 2015** 2:00 p.m. - 4:00 pm Wolf Creek Library 3100 Enon Road, SW, Multi-Purpose Room Atlanta, GA 30331

Please RSVP by e-mailing hsd.grants@fultoncountyga.gov

During the grant application and approval process, applicants are prohibited from contacting OGCP staff, Board of Commissioners, Board of Commissioners' staff to discuss any programming related to an agency's application. The application process begins when the application is released and ends when a final vote has been rendered by the Board of Commissioners. Applicants that do not adhere to this requirement may be deemed ineligible. Applicants may contact the Office of Grants and Community Partnerships for general assistance, such as timeline, process questions, or technical assistance with using the WebGrants online system. For additional information regarding the application, call 404-613-7944, or e-mail hsd.applications@fultoncountyga.gov

2015 F.R.E.S.H. and Human Services Grant Application Checklist

These items are applicable for the 2015 Grant Cycle (January 1, 2015 - December 31, 2015). Please verify that the application is complete by reviewing the following application checklist and ensuring that all attachments are uploaded to Fulton County WebGrants.

☐ **NEW APPLICANTS** must complete applicable requirements **1 – 22**.

- Agencies that did not receive FRESH/Human Services Grant funding in a previous year are considered as NEW; Agencies that received previous funding, but <u>do not</u> possess a current/valid Fulton County Basic Standards Certificate are considered as NEW. Note: Agencies that have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014) ARE NOT considered new; these agencies are considered as returning.

☐ **RETURNING APPLICANTS** must ONLY complete applicable requirements **6-22**.

- Agencies that received FRESH/Human Services Grant funding in a previous grant cycle, <u>and have</u> a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014). *Note: Agencies that did not receive funding in a previous grant cycle, but have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014) are also considered as returning.*

☐ **Completed and Submitted application via Fulton County WebGrants online application system on or before the March 13, 2015 3:00pm deadline**

1. ☐ **Letter from the Internal Revenue Service (SUBMITTED BY NEW APPLICANTS ONLY)**
   Letter from the Internal Revenue Service recognizing the agency/applicant as tax exempt and non- profit, under Section 501 (c) 3 of the Internal Revenue Code. Agency and 501 (c) 3 status must be in existence for at least one (1) year. The following website can assist you with obtaining this document: http://www.irs.gov/Retirement-Plans/Determination-Letters-Need-a-Copy-or-a-Correction

2. ☐ **Articles of Incorporation and Amendments from the Georgia Secretary of State (SUBMITTED BY NEW APPLICANTS ONLY)**
   A copy of the agency's Articles of Incorporation (including agency/program's mission), and Amendments from the Georgia Secretary of State.

3. ☐ **List of Board Members (SUBMITTED BY NEW APPLICANTS ONLY)**
   A list of all active Board Members.

4. ☐ **Board Meeting Minutes (SUBMITTED BY NEW APPLICANTS ONLY)**
   A copy of the most recent Board Meeting Minutes (Meeting date should be within the last 12 months).

5. ☐ **Agency/Program organizational chart (SUBMITTED BY NEW APPLICANTS ONLY)**
   Agency/Program organizational chart indicating all major components of agency/program.

6. ☐ **Georgia Secretary of State Annual Registration**
   Please provide the actual annual registration document from the Corporations Division of the Georgia Secretary of State office. Submitted document must include the issue date of the registration and the year of registration must be 2014 or 2015.
   The following website can assist you with obtaining this document:
   http://sos.georgia.gov/corporations /Georgia Secretary of State Phone # (404) 656-2817

7. □ **(1 of 3 required)** **The U.S. Homeland Security E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION (signed MOU)**
   Use the following link to enroll in e-verify: https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES
   E-VERIFY Customer Support Phone Contact Information for employers: 1-888-464-4218

   If you have already enrolled in E-verify, you can use the following link to access your information:
   https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES
   This is the first (1st) of three (3) documents that must be submitted to fulfill the U.S. Homeland Security and Georgia Security and Immigration Compliance Act grant eligibility requirement. Document must contain your agency's company ID# issued by Homeland Security, the electronic signature from Homeland Security staff, and the appropriate signature from your agency.

8. □ **(2 of 3 required)** **Georgia Security and Immigration Contractor Affidavit**
   Templates for affidavits can be found under the attachment section of WebGrants and at
   www.fultonhousinghumanservices.org
   This is the second (2nd) of three (3) documents that must be submitted to fulfill the U.S. Homeland Security and Georgia Security and Immigration Compliance Act grant eligibility requirement. Document must contain your agency's company ID# issued by Homeland Security, signed by your agency's authorized staff, and must be dated and be notarized.

9. □ **(3 of 3 required)** **Georgia Security and Immigration Subcontractor Affidavit**
   If a subcontractor will complete any portion of the scope of work for the program in which you are seeking funding, subcontractor's affidavit requirement is applicable.
   If agency will not use a Subcontractor for the program in which funds are being requested, agency's authorized staff must mark form Not Applicable (N/A); sign, date, and submit.
   Templates for affidavits can be found under the attachment section of WebGrants and at
   www.fultonhousinghumanservices.org
   This is the third (3rd) of three (3) documents that must be submitted to fulfill the U.S. Homeland Security and Georgia Security and Immigration Compliance Act grant eligibility requirement.

10. □ **Certificate or Declaration of Insurance**
    A current Certificate or Declaration of Insurance, (listing the Fulton County Office of Grants and Community Partnerships as a Certificate Holder, and includes the address: 137 Peachtree St. S.W. Atlanta, GA 30303), for proof of insurance with a minimum of $1 million (aggregate) coverage and a 'current' one (1) year term. **Note:** The minimum $1 million coverage pertains to General Liability insurance and must be listed on the General Aggregate line of the General Liability section of your agency's certificate of insurance.

11. □ **Recent agency/program audit** *(Addendum 2/24/15)*
    Submit a copy of the recent agency/program audit (within past two years) conducted by a Certified Public Accountant. Eligible audits must be for fiscal year review periods between January 1, 2012, and December 31, 2014 and must contain at least one full year (12 months) of financial records within the review periods. This must be a full, signed audit that includes an Independent Auditor's Report expressing an opinion regarding all pertinent material aspects of the agency's finances. (Independent is defined as a third party auditor submitting a report on the auditing agency's letterhead.) Note: Financial Statements or Reports ARE NOT considered full audits and will not be accepted.

12. □ **(1 of 2 required)** **Proof of other current funding source**

Provide first of two required proofs of two (2) other current funding sources, <u>with the funding amount indicated</u>, that is ***related*** to the program for which you are requesting funds ***AND relative*** to the requested funding amount (i.e. letters of commitment, copies of award letters from other non-Fulton County funders, effective between January 1, 2014 and December 31, 2015). *Award letters must include the effective date(s) of the award, the amount of the award and originate from the Funder. Award letters should demonstrate that funding requested through the Grant Programs will not be the main source of funding for your program.*

13. □ **(2 of 2 required)** **Proof of other current funding source**

Provide second of two required proofs of two (2) other current funding sources, <u>with the funding amount indicated</u>, that is ***related*** to the program for which you are requesting funds ***AND relative*** to the requested funding amount (i.e. letters of commitment, copies of award letters from other non-Fulton County funders, effective between January 1, 2014 and December 31, 2015). *Award letters must include the effective date(s) of the award, the amount of the award and originate from the Funder. Award letters should demonstrate that funding requested through the Grant Programs will not be the main source of funding for your program.*

14. □ **Two (2) years of performance measure outcomes**

Organization must provide two (2) years of performance measure outcomes working with targeted population. Performance measure outcomes must be for program years between January 1, 2009 – December 31, 2014. Documentation should demonstrate that measurable results were achieved; or a listing of the measurable results which can be independently verified (by Office of Grants and Community Partnerships staff).

15. □ **Program Outcome Success**

Submit documentation that proves past or present outcome success for 10% of the program participants reported to benefit from the program that you are seeking funding to support (as indicated in your response to <u>application</u> question # 21). *Note: Application question #21 seeks past or present program outcome success rate(s), to include the number of total program participants and how they benefited from the program.*

16. □ **Program Evaluation Forms and Tools**

Submit a copy of the Program Evaluation Forms and Tools used to determine performance measure outcomes of program for which you are seeking funds.

17. □ **Use Agreement, Lease Agreement or Proof of Ownership**

For each site in which funds are being requested, as listed on question 12b, agencies must provide a Use Agreement, on host/property owner's letterhead, to operate programs in facilities that are not owned, operated, leased or managed by the applying agency. Terms of the agreement must be applicable for the 2015 Grant Cycle (January 1, 2015-December 31, 2015). The agreement must include the following: **signature and title of both parties**, **date that agreement was signed** and **the dates/timeframe that the agreement is valid**. If site is owned or rented, provide documentation (i.e. mortgage, lease agreement, proof of ownership). Each program site must be Basic Standards certified no later than December 31, 2015. . Agencies that are awarded funding will receive more information regarding Basic Standards during the grant cycle.

18. □ **Documentation from Bright from the Start**
    Organizations applying for F.R.E.S.H. Grant or Human Services Grant funds in the **Funding category of Youth and Families**, **must submit** documentation issued from Bright from the Start: Georgia Department of Early Care and Learning, recognizing the agency/program as one of the following:
    1. A licensed program with the Georgia Department of Early Care and Learning
    2. A program that is not subject to licensure by the Georgia Department of Early Care and Learning and, therefore, is exempt from licensure
    3. A program that does not fall within the jurisdiction of the Georgia Department of Early Care and Learning and, therefore, does not need a license or exemption.

    For information regarding licensing and exemptions, please contact: Bright from the Start: Georgia Department of Early Care & Learning, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower Atlanta, Georgia 30334. Phone: (404) 657-5562, Fax: (404) 656-0351, http://decal.ga.gov.

    Bright from the Start documentation should be valid upon submission; licensure documentation that indicates expired coverage will not be accepted. Applying agency's name must be listed on the letter generated from Bright from the Start. If a program name is listed/referenced in the Bright from the Start letter, it must be the program name in which you are seeking funding to support. If a program address is included/referenced in the Bright from the Start letter, it must be the program address for the program in which you are seeking funding to support.

19. □ **Current Fulton County Basic Standards Certificate**
    Submit copy of current Fulton County Basic Standards Certificate.

    •Applicable to agencies that possess a current/valid Fulton County Basic Standards Certificate.

    • All 2015 F.R.E.S.H. and Human Services Grant agencies who are awarded funding and don't possess a current/valid Fulton County Basic Standards Certificate must successfully complete the Basic Standards for Non-Profit Organizations certification process. Certification must be completed no later than December 31, 2015, to be in compliance with the 2015 contract and to be considered for future grant funding. For more information on Basic Standards visit our website: www.fultonhousinghumanservices.org .

20. □ **Mandated Federal permits, licenses and certifications**
    All mandated Federal permits, licenses and certifications applicable to operations.

21. □ **Mandated State permits, licenses and certifications**
    All mandated State permits, licenses and certifications applicable to operations.

22. □ **Mandated Local permits, licenses and certifications**
    All mandated local permits, licenses and certifications applicable to operations.

Human Services Grant
- All funded programs must serve Fulton County residents.
- Please verify that the application is complete by reviewing all categories and ensuring that all exhibits are uploaded into WebGrants.

OPERATIONAL SPECIFICATIONS:
- All programs must be accessible to all Fulton County residents regardless of ability to pay.
- F.R.E.S.H. and Human Services Grant funds must be used to support Fulton County residents only.
- Agency must be able to report the Fulton County Commission District in which all program participants reside.
- The proposed project must take place in a facility that is accessible under Americans with Disabilities Act (ADA) guidelines. For more information or technical assistance, call the Fulton County Office of Diversity and Civil Rights Compliance (DCRC), (404) 612-7390.
- All contracts will operate between January 1, 2015 – December 31, 2015.
- All 2015 Human Services Grant agencies who are awarded funding for the first time and don't possess a current/valid Fulton County Basic Standards Certificate AND agencies with expired Basic Standards Certificates, must successfully complete the Basic Standards for Non-Profit Organizations certification/recertification process no later than December 31, 2015, to be in compliance with the 2015 contract and to be considered for future grant funding. (For more information, see definitions page of the instruction manual and additional Basic Standards information located on our website: www.fultonhousinghumanservices.org).

Characteristics of Programs to be Funded:
- Results-Driven: program focuses on improving the conditions of well-being for children, adults and families with a tracking system in place to measure the program's impact on participants.
- Evidence-based Practice: program has a significant level of quantitative and qualitative data showing positive outcomes.
- Innovative: program addresses gaps in current systems, tests new approaches, or uses creative strategies to address unmet needs.
- Collaborative: agency partners with one or more organizations to achieve mutual intended outcomes.
- Systemic Approach: program engages in policy analysis and action that enables us to identify and influence the key root causes of issues negatively impacting Fulton County's residents.

Ineligible Applications:
Applications will be DEEMED INELIGIBLE for the following reasons:
- An agency CANNOT apply for both the F.R.E.S.H. Grant and the Human Services Grant during the same funding cycle.
- An agency CANNOT submit more than two (2) Human Services Grant applications during the same funding cycle.
- An agency CANNOT submit more than two (2) FRESH Grant applications per Fulton County Commission District during the same funding cycle.
- Applications that do not meet the established funding protocol.
- **No more than 50% of the agency's operating budget may be requested, and amount may not exceed a total request of $100,000.00 per application.** For the purposes of this grant eligibility requirement, the agency's operating budget should be based on the agency's total unrestricted expenses for the last fiscal year review period, as stated in the agency's audit. Note: The unrestricted expenses must come from an eligible audit conducted during fiscal year review periods between January 1, 2012, and December 31, 2014.

- **Not more than 3.5% of requested or awarded grant funds may be applied towards administrative costs of the program.**
- Construction projects, renovations, repairs, remodeling of existing buildings, or land acquisitions will not be funded (This does not apply for the Senior Home Modification projects, or renovations/repairs).
- Agencies whose activities are restricted to its membership.
- College / University projects which are not open to the public and does not serve a significant (50%) non-student population.
- Agencies that serve as funding sources to 501(c) 3 organizations.
- Projects of a religious nature.
- Scholarships to public / private educational institutions.
- Deficit Reduction.
- Capital expenditures (resources not completely consumed during the contract year i.e. computers, construction, vehicles, cell phones, etc.). Program materials that may be pertinent to the scope of services of a funded program and that aid in grantee meeting contracted program outcomes are excluded from capital expenditure definition (i.e. children's story books, educational materials, games, puzzles, and flash cards)
- Government agencies.

<u>Application Review and Funding Process:</u>

During the grant application and approval process, applicants are prohibited from contacting OGCP staff, Board of Commissioners, Board of Commissioners' staff to discuss any programming related to an agency's application. The application process begins when the application is released and ends when a final vote has been rendered by the Board of Commissioners. Applicants that do not adhere to this requirement may be deemed ineligible. Applicants may contact the Office of Grants and Community Partnerships for general assistance, such as timeline, process questions, or technical assistance with using the WebGrants online system. For additional information regarding the application, call 404-613-7944, or e-mail hsd.applications@fultoncountyga.gov

The **Fulton County Human Services Grant** application review and funding process consists of five (5) components:
1. Eligibility Review
2. Fulton County Human Services Division-Level Review
3. Human Services Coordinating Committee Review
4. Funding Allocation Protocol
5. Fulton County Board of Commissioners

Eligibility Review is the initial screening phase of the Human Services Grant Application review process. The Office of Grants and Community Partnerships staff are responsible for conducting the Eligibility Review. The criteria for meeting eligibility requirements are posted in this Human Services Grant Application Instruction Manual. The contents of each application submitted via WebGrants are reviewed to assure that the required documentation was uploaded and meets the initial eligibility requirement. If a submitted application is missing any of the required documentation, then the application **is not eligible for funding** and is not forwarded for further review. If an application does contain all of the required documentation, then it meets the eligibility criteria and is forwarded to the Division-Level Review.

The Division-Level Review is the second phase of the application review process. Fulton County Department Division Managers (or other Division representatives assigned by the Division Managers) are responsible for conducting the Division-Level Review. The purpose of the Division-Level Review phase is to incorporate input from staff familiar with Human Services programming and needs of the community. Each reviewer is assigned applications to review and score. The Division to which applications are assigned for review depends upon the *Funding Area* selected by applicants.

The Human Services Coordinating Committee also conducts a detailed grant application review.   The Human Services Coordinating Committee (HSCC) is a group of Human Services "subject matter experts". The purpose of the HSCC is to assure that applications are reviewed by multiple "subject matter experts" which help to minimize any potential bias from a single reviewer. The HSCC is comprised of six (6) review groups – one for each Human Services Funding Area. Similar to the Division-Level Review, applications are assigned to HSCC reviewers according to the *Funding Area* selected by each applicant. Each HSCC reviewer is assigned applications to review and score.

The Funding Allocation Protocol is an administrative task performed at the fourth stage of review. Each application receives a total score, which is the summed Division and HSCC – level reviewer scores. Requested funding amounts must be supported in the application materials and fall within the defined funding parameters. Requested amounts that are not supported by application materials will be subject to reductions. Applications that do not fall within the established funding parameters will be deemed ineligible. The funding allocation protocol will be used to help guide funding recommendations based on the grant budget, individual application requests and application scores.

The Fulton County Board of Commissioners (BOC) receives the proposed funding package for review and final action.

Grant Implementation Process:

Contract for Services
The Contract Year shall be January 1, 2015 – December 31, 2015. Contracts for services to be rendered under the Human Services Grant Program shall be between the agency and Fulton County Government. Grant recipients will be informed of the Contract Signing Period. In order to initiate a Contract, all Contracts must be signed by those persons identified by the Agency's Articles of Incorporation as eligible to enter into Contracts. In cases where agency representatives other than those designated by the articles will be signing contracts, a letter (on agency letterhead, signed by the Board Chair and dated) is required allowing that representative to sign the contract. **Failure to submit negotiated scope of duties and signed contracts in accordance with the established procedures will void grant awards. All unspent grant dollars must be returned to Fulton County Government.**

Invoice Procedures
Invoices (for half of the total amount of the grant award) are to be submitted to the Fulton County Office of Grants and Community Partnerships two (2) times during the grant cycle: in April along with signed contracts at the beginning of the grant cycle and in November. Invoices must be original and contain an original / unduplicated invoice number, be on agency letterhead indicating agency name, address, telephone number and signed by the Executive Director or Corporate Secretary. The payment process follows guidelines set by the Fulton County Finance Department. Payments may be expected approximately eight to ten weeks after the invoice deadline. Payments will not be made to agencies that are not in compliance with contract requirements.

Record Retention
Each agency receiving a grant from Fulton County is required to keep detailed records on how Fulton County grant funds were spent, a copy of the executed contract, and any additional information pertaining to the program for a minimum of three years.

Fulton County Internal Audit
Fulton County will call for an audit of **Human Services Grants** annually. Agencies that receive audits are selected by the Fulton County Internal Audit Division.

Reporting Requirements
Each agency is required to submit Quarterly Performance Reports and required supportive documentation via the Fulton County WebGrants Portal. The Quarterly Performance Report is a performance measurement tool administered to assist with monitoring program performance and contract compliance. Report due dates are specified in the contract. Funded agencies will receive guidelines for reporting. Failure to adhere to the program report requirements will delay additional payments on a contract and gives cause to reject an application for continuation of funds.

Program Monitoring
Staff from the Office of Grants and Community Partnerships will conduct agency / program grant compliance and Basic Standards site visits to monitor the contract compliance of operations, programming and services.

Failure to adhere to prescribed procedures, to perform contractual services or to submit reporting or audit requirements may result in the termination of the contract, and grant payment(s).

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Application Questions
COVER PAGE
Please note: The application must be submitted via Fulton County WebGrants
Fulton County Human Services Grant

Agency Name: _____

Agency Type: 501-C3: Tax Exempt – Not for Profit

Enter EIN Number as assigned to your agency by The Internal Revenue Service (IRS)
Agency EIN-Number

Enter Fulton County Vendor Code Number (Note: Only for agencies who are currently funded or have received previous funding from Fulton County Government):
 Fulton County Vendor Code Number:

Agency Main Street Address (to be listed in the Annual F.R.E.S.H. and Human Services Grant's Directory):_____
Agency Suite: _____ Agency City: _____
Agency State: _____
Agency Zip: _____

Agency Mailing Address (if different from above) **NOTE: ALL GRANT – RELATED CORRESPONDENCE WILL BE MAILED TO THIS ADDRESS, INCLUDING PAYMENTS**
Agency Mailing Address: _____
What Fulton County Commission District is your agency located in: _____
Agency Mailing Address Suite: _____
Agency Mailing Address City: _____
Agency Mailing Address State: _____
Agency Mailing Address Zip: _____
Agency Main Number: (___) _____
Agency Fax: (___) _____
Agency Website: _____
Agency E-mail Address: _____

Board Chair Salutation: ___
Board Chair First Name: _____
Board Chair Last Name: _____
Position/ Title for Grant/Program Contact: _____
Board Chair Telephone # / Extension: (___) _____

2nd Authorizing Official Salutation: ____
2nd Authorizing Official First Name: _____
2nd Authorizing Official Last Name: _____
2nd Authorizing Official Telephone # / Extension: (___) _____

Grant / Program Contact Salutation: _____
Grant / Program Contact First Name: _____

Grant / Program Contact Last Name: _____

Grant / Program Contact Telephone # / Extension: (___) _____

Grant / Program Contact Email Address: _____

Alternate Grant / Program Contact Salutation: _____

Alternate Grant / Program Contact First Name: _____

Alternate Grant / Program Contact Last Name: _____

Alternate Grant / Program Contact Telephone # / Extension: (___) _____

Alternate Grant / Program Email Address: _____

We, the undersigned, certify that our organization has reviewed Addendum #1, dated February 24, 2015, and that this information is included as part of our final submission.

We, the undersigned, certify to the best of our knowledge and belief, that data in this application is true and accurate. This document has been duly authorized by the governing body of the applicant agency and the agency / program will comply with the necessary certifications and assurances if a grant is approved.

Date: _____   _____

Signature: Board Chair

Date: _____   _____

Signature: Executive Director or Corporate Secretary

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> **The official process for completing a F.R.E.S.H. and Human Services Grant Application is through the use of an on-line application.** This application instruction manual is to be used *only as a reference guide* when completing the on-line application.

Application Questions:

General Agency Information

1. What is the official and legal name of your agency (as stated on Agency's Seal or Charter)?

2. Agency Status

   a. Agency is applying as a fiscal agent and plans to subcontract with another agency to deliver some or all of the proposed services. Yes □ No □

   b. Name of subcontracted agency and approximate percentage of services to be delivered:

   _____   _____
   Subcontractor Agency Name   % of Service Delivery

3. What is the year of your agency's 501(c) 3 incorporation?

4. Describe the purpose of your agency in 75 words or less.

5. Describe the services that your agency provides.

6. List the address of the agency's main location.

6a. List the Fulton County Commission District of the agency's main location (as of January 1, 2015).

7. How many total clients does your agency serve annually?

8. How many Fulton County clients does your agency serve annually?

8a. How many Fulton County clients served by your agency live at or below the poverty level?

8b. What data does your agency use to determine the number of clients that live at or below the poverty level?
   a. Family income
   b. Family receives TANF
   c. Family receives Food Stamps
   d. Family receives Medicaid
   e. Family receives S.S.I.
   f. Family receives PeachCare for Children
   g. Other

9. <u>Agency Demographics</u>

Complete the following demographics chart for your agency.

Category	American Indian or Alaska Native	Black or African American	Asian	Hispanic or Latino	White	Multi-Racial	Other
Male/female							
Management Officials							
Staff							
Supervisors							
Office Administrators							
Board of Directors							
Other							
Total							

10. Please indicate your agency's ONE major source of funding.

    A   County
    B   City
    C   Federal
    D   State
    E   United Way
    F   Private
    G   Foundation
    H   Corporate
    I   Fundraiser
    J   Religious Organization
    K   In-Kind Donations
    L   Fees
    M   Other

11. Agency Operating Budget

    a. What is the total current annual operating budget for the entire agency? Note: Total must be based on a 12 month fiscal period, i.e., January 2015 through December 2015, July 2014 through June 2015, etc.).
       What is your agency's fiscal budget year? (i.e. January –December, July-June)

    b. What were your agency's total <u>unrestricted revenues, gains and other support</u> for the last fiscal year review period? *Note: Response must come from an eligible audit conducted during the fiscal periods between January 1, 2012, and December 31, 2014. The Audit must be the audit that was submitted with your agency's applications(s).*

    c. What were your agency's total <u>unrestricted expenses</u> for the last fiscal year review period? *Note: Response must come from an eligible audit conducted during the fiscal periods between January 1, 2012, and December 31, 2014. The Audit must be the audit that was submitted with your agency's applications(s).*

d. Please list the total award amounts and corresponding source of funding your agency received in 2014 or will receive in 2015 for each type of funding listed below (based on a 12 month fiscal period, i.e., January 2014 through December 2014; July 2014 through June 2015, etc.). Be sure to identify each funding source. **Note:** If the award amount received by your agency spans across two fiscal year periods (i.e. July, 2014 – June 2015 and October 2014– September 2015), your agency may indicate the 1st half of the award amount under the 2014 column and indicate the 2nd half of the award amount under the 2015 column.

Sources	Prior Funding (Fiscal Year 2014)	Current Funding (Fiscal Year 2015)
Fulton County Human Services Grant		
Fulton County F.R.E.S.H. Grant		
Fulton County Arts Council		
Fulton County CDBG		
City		
State		
Federal		
Foundation		
Corporate		
Fees		
Religious		
Fundraisers/donations		
In-Kind		
United Way		
Other		

e. Please outline any funding reductions or losses your agency has sustained within the past year (2014) and provide a brief impact statement.

Funding Source	Reduction Amount	Impact

f. What measures has your agency taken or plans to take to recoup these losses?

Human Services Grant Program Information
If funded, the information provided in the application will be utilized to develop the contract.

12. Program Information

    a. **What is the name of the program for which your organization is seeking funds?**

    b. **Please list the service delivery site(s) / address (es) for which you are seeking funds?**

Note: For each site in which funds are being requested, as listed on question 12b, agencies must provide a Use Agreement, on host/property owner's letterhead, to operate programs in facilities that are not owned, operated, leased or managed by the applying agency. Terms of the agreement must be applicable for the 2015 Grant Cycle (January 1, 2015-December 31, 2015). The agreement must include the following: **signature and title of both parties**, **date that agreement was signed** and **the dates/timeframe that the agreement is valid**. If site is owned or rented, provide documentation (i.e. mortgage, lease agreement, proof of ownership). Each program site must be Basic Standards certified no later than December 31, 2015. Additional Basic Standards information is located in the definitions section of this manual and on our website: www.fultonhousinghumanservices.org.

Program Location (complete physical address)	Fulton County District of Facility **(as of January 1, 2015)**	Districts Served by each Facility **(as of January 1, 2015)**
EX: ABC Elem. School, 123 ABC St. NW Atlanta, GA 30004	1 2 3 4 5 6	1 2 3 4 5 6
	1 2 3 4 5 6	1 2 3 4 5 6
	1 2 3 4 5 6	1 2 3 4 5 6
	1 2 3 4 5 6	1 2 3 4 5 6

13. For the program in which you are seeking funds, please indicate the estimated numbers of unduplicated clients to be served for every demographic listed below.

Target Population	District 1	District 2	District 3	District 4	District 5	District 6
Male						
Female						
Under 5 years old						
5-9 years old						
10-14 years old						
15-19 years old						
20-21 years old						
22-54 years olds						
55+ years old						
American Indian or Alaska Native						
Black or African American						
Asian						
Hispanic or Latino						
White						
Multi-racial						
Other						

FUNDING STRATEGIES:

The mission of the F.R.E.S.H. and Human Services Grant programs is to support and utilize a network of community-based service delivery systems that provide comprehensive, inclusive, diverse and citizen focused programs that meet emerging community needs. To complement the effectiveness of this approach, the Fulton County Office of Grants and Community Partnerships recognizes the existence of Social Determinants of Health (SDH). SDH are the economic and social conditions under which people live that determine their health. SDH most often contribute to and intensify the needs of Fulton County residents. In fact, SDH are the root causes driving the requests for human services. As such, the Office of Grants and Community Partnerships has committed to finding opportunities to optimize service delivery that influences the collective and personal well-being of Fulton County residents. SDH will be the basis of service delivery for the F.R.E.S.H. and Human Services Grant programs.

Beginning in 2008, the Board of Commissioners established Focus Areas as part of their planning framework to categorize the County's major efforts, services and programs. The Focus Areas largely represent the direct services provided by the County. In 2011, vision statements were added to express the intent of each Board of Commission Focus Area. For grant year 2015, F.R.E.S.H. and Human Services Grant funded programs / services must correspond with the Health and Human Services Focus Area and a minimum of one Goal and one Objective within the Health and Human Services Focus Area. In addition, for grant year 2015, Human Services Grant funded programs / services must influence at least one of the funding objectives of the Human Services Grant program funding areas.

Funding objectives of the F.R.E.S.H. and Human Services Grant program have been identified through the utilization of formal and informal stakeholder input and ongoing research activities. In addition, a results-based accountability model is used to better understand applicants' program design, approach to service delivery, outcomes for target populations and to evaluate and report on the Grant Programs' impact on Fulton County's children, adults and families.

Fulton County Board of Commissioners Health and Human Services Focus Area
14. Please choose the Goal(s) and Objective(s) from the Fulton County Board of Commissioners Health and Human Services Focus Area that align(s) closest with your program's services and activities:

Health and Human Services Focus Area
    Vision: Proactive and Collaborative Services that Promote Health and Human Development

Goal 1
- **Develop a network of integrated and effective health and human services that improve health outcomes and promote health equity.**

Objectives:
- Provide evidence-based programs and services emphasizing prevention and early intervention in partnership with community providers.
- Build partnerships with local education systems to support the health and development of children and youth.
- Enhance and expand lifelong learning opportunities that positively impact residents' quality of life.
- Support aging in place and high quality of life for seniors.
- Ensure efficient and effective service provision by community partners.

Goal 2
- **Enact policies that promote health equity and environmental justice.**

Objectives:
- Increase availability of healthy food and beverage choices in County facilities and programs.
- Advance policies and programs that improve air quality and enhance human health.
- Incorporate sustainable elements into the design, construction and operation of County facilities and projects.

The **Human Services Grant** program bridges the gap in direct government services by supporting established community based nonprofit organizations throughout Fulton County that support the Department's mission. Applicants seeking **Human Services Grant** funds must demonstrate the capacity to provide programming, activities and services that utilize evidence-based and / or best practices to influence at least one of the following Human Services Funding Areas:

Human Services Funding Areas, Objectives and Priorities

15   Please choose the appropriate Human Services Grant Funding Area:

Aging: Fulton County Seniors age 55 and older experience optimal health and are able to function independently for as long as possible.

Disability: Persons of all ages living with disabilities in Fulton County are able to experience an optimal quality of life and have access to equal opportunities as persons living without disabilities.

Employment: Every person living or working in Fulton County possesses the skills and knowledge necessary for employment that allows self-sufficiency.

HIV/ AIDS: People of all ages in Fulton County engage in behaviors that prevent or minimize their risk of contracting or spreading HIV, and those already living with AIDS are assured safety, emotional support and necessary medical care.

Homelessness & Housing: Every person in Fulton County is equipped with the resources and skills necessary to obtain and maintain their own permanent residence.

Youth & Families: Fulton County youth from birth to young adulthood experience healthy growth, positive development and are prepared to achieve their full potential.

15b. Please choose the priority issue(s) within your chosen Funding Area that your program services and activities will address:

Aging: Fulton County Seniors age 55 and older experience optimal health and are able to function independently for as long as possible.
- Senior Hunger/ Food Security
- Transportation
- Home repair

Disability: Persons of all ages living with disabilities in Fulton County are able to experience an optimal quality of life and have access to equal opportunities as persons living without disabilities.
- Disability Mobility; transportation to medical appointments and for social activities
- Accessible and affordable housing opportunities
- Inclusion programs for Seniors

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Employment: Every person living or working in Fulton County possesses the skills and knowledge necessary for employment that allows self-sufficiency.

- Occupational Skills Training (example, forklift training, computer literacy)
- Certified GED/Diploma & Continuing Education courses
- Instructor taught/led computer skills training (beginning, intermediate and advanced)
- Ex-offender support services (employment, housing options and transitional skills training)

HIV/ AIDS: People of all ages in Fulton County engage in behaviors that prevent or minimize their risk of contracting or spreading HIV, and those already living with AIDS are assured safety, emotional support and necessary medical care.

- HIV / AIDS Prevention and Education
- Laboratory Services
- Housing Assistance (Rental Assistance or Utility Assistance)
- Food Assistance (Grocery Vouchers or Food Pantry)

Homelessness & Housing: Every person in Fulton County is equipped with the resources and skills necessary to obtain and maintain their own permanent residence.

- Housing for homeless families (women and children)
- Affordable housing options.
- Supportive services for homeless individuals and families

Youth & Families: Fulton County youth from birth to young adulthood experience healthy growth, positive development and are prepared to achieve their full potential.

- HIV / AIDS Prevention and Education
- Asthma Prevention and Education
- Food Security
- Education Enhancements that address college/technical school opportunities, character development, ethical behavior, volunteer opportunities, tutorial, homework assistance, GED, SAT and ACT testing skills for families living in poverty
- Child Care, Afterschool and Summer Camp assistance for families seeking employment and living in poverty year round with a special interest in summer camp
- Family, group and individual counseling to focus on anger management, bullying behavior, suicide, dating or relationship issues, conflict resolution and stress management for children and youth
- Programs offering from 2 to 12 hours of instructional services (mock employment interviews, resume writing, conflict resolution, socialization skills, character development, etc.) to families living in poverty that participate in the Fulton County Office of Children and Youth Successful Families Program

16. **Please list your program services and activities that address the specific Priority Issues within your chosen Funding Area.**

Impact Performance Measures
Grant recipients will be expected to measure and report how well program services and activities are meeting the funding objective within the chosen Funding Area. This is known as Impact Performance Measure and represents any changes in behavior, skills, knowledge, functioning, circumstance, or other aspects of change experienced by participants that can be attributed to the services received in your program. *Note:* **If funded, your agency will be required to track impact performance measures for the program's clients based on the impact performance measures selected below.**

17. **Please select an Impact Performance Measure Indicator(s) that your agency will use to determine how well program services and activities are meeting the funding objective within your chosen Funding Area (you may select more than one). Note: If funded, agencies will be required to report on a quarterly basis, how their program achieves the Funding Objective within their chosen Funding Area, using the selected Impact Performance Measure Indicator(s).**

Aging:

Performance Measure Indicators
- Number of seniors who report or demonstrate improved or maintained optimal health
- Number of seniors who report no indications of food-access problems or limitations (High Food Security)
- Number of seniors who report one or two indications of anxiety over food sufficiency or shortage of food in the house (Marginal Food Security)
- Number of seniors who report reduced quality, variety, or desirability of diet; little or no indications of changes in diets or food intake (Low Food Security)
- Number of seniors who report multiple indications of disrupted eating patterns and reduced food intake (Very Low Food Security)
- Number of seniors who report or demonstrate increased mobility due to senior transportation services
- Number of seniors who report the ability to stay in residence because of Home modification services

Disability:

Performance Measure Indicators
- Number of participants with disabilities or their families who report gaining protection against discrimination, unequal opportunities and social exclusion
- Number of participants with disabilities who report or demonstrate improved sense of independence or security
- Number of hospitalizations resulting from mental or physical health difficulties potentially prevented

Employment:

Performance Measure Indicators
- Number of persons who report gaining or demonstrate knowledge and skills that increase chances for employment and promote self-sufficiency
- Number of participants placed in Employment

HIV/ AIDS:

Performance Measure Indicators
- Number of persons who report increased knowledge around reducing the risk of acquiring or transmitting HIV / AIDS
- Number of persons who report or demonstrate improved health-related outcomes or other "quality of life" measures

Homelessness & Housing:

Performance Measure Indicators
- Number of potential instances of homelessness prevented
- Number of persons experiencing homelessness whose basic survival and immediate safety needs are met
- Number of persons experiencing homelessness stabilized, exhibiting behavioral change and improved personal functioning leading to permanent transition out of homelessness

Youth & Families:

Performance Measure Indicators
- Number of youth who demonstrate academic achievement or related progress
- Number of participants who report or demonstrate increased self-efficacy, perceived control over one's own future; self-esteem and / or confidence in ability
- Number of children and youth that have experienced abuse, neglect or other forms of violence who receive safety, stabilization and emotional / behavioral interventions to prevent further harm
- Number of youth diverted from criminal behaviors
- Number of youth involved with or at risk for involvement with the Juvenile Justice System who demonstrate decreased or no delinquent behaviors
- Number of youth educated about the risk factors related to acquiring or transmitting HIV / AIDS
- Number of youth who report increased knowledge of reducing the risk of acquiring or transmitting HIV / AIDS
- Number of youth educated about the risk factors related to acquiring asthma
- Number of youth who report increased knowledge of reducing the risk of acquiring asthma
- Number of youth provided access to nutritious food during non-school hours
- Number of youth who report no indications of food-access problems or limitations (High Food Security)
- Number of youth who report one or two indications of anxiety over food sufficiency or shortage of food in the house (Marginal Food Security)
- Number of youth who report reduced quality, variety, or desirability of diet; little or no indications of changes in diets or food intake (Low Food Security)
- Number of youth who report multiple indications of disrupted eating patterns and reduced food intake (Very Low Food Security)

18. **Please list your program services and activities that support the Performance Measure Indicator(s) chosen.**

19. **Describe partnerships or collaborations in which your program is engaged or will engage and how those partnerships or collaborations work towards efforts to achieve the Funding Objective for the target population.**

20. **Please cite any research or evidence-based practices that support your program design.**

21. **Please describe past or present program outcome success rate (s) for the program in which you are seeking funding to support. Be sure to indicate the number of total program participants and how they benefited from the program.** *Note: Question #21 is directly related to eligibility requirement #15, which requires documentation that proves outcome success for 10% of the program participants reported to benefit from the program (as indicated in your response to question #21).*

      For example: Out of 25 formerly homeless program participants, 80% remain housed six months after completing the Intensive Case Management Program.

Influence and Leverage Performance Measures
Grant recipients are also expected to measure and report performance in the areas of **Influence and Leverage**. Using the definitions below, please list your 2015 Influence and Leverage performance measures "targets".

22. **Please list the influence performance measures you will report.**

Influence performance measures include any ideas adopted by other organizations, changes in the community environments, institutions, systems, programs, and policies that impact members of the target population as a result of your advocacy, use or promotion of evidence-based practices, policies or procedures.

Example: The program has been adopted by others like Main City government, Nice County government and Everywhere, U.S.A.

23. **Please list the leverage performance measures you will report.**

Leverage performance measures include any additional program funding that is attracted directly by being a recipient of the Fulton County F.R.E.S.H. Grant or Human Services Grant. In addition to actual grant dollars, you may also consider in-kind donation and volunteer hours. Please note that leveraged support that includes in-kind donations and volunteer hours MUST be converted to dollars, e.g. 3 Fulton County Volunteers donated 3 hours each on Saturday for our tutoring program = $81 @ $9.00 per hour (the salary of our regular program tutors).

Total Dollar Value	Narrative

24. **Provide the data tool(s) / source(s) you use to evaluate the success of your program. Describe the data collection, management and reporting practices that you currently use or will use to meet the reporting requirements of this grant.**

      For example: The Adult Day Program administers the DON-R screening at the point of program intake (pre-test), and then again after six months of program participation. Pre and re-test scores are compared to determine whether participants maintain, improve or decline in Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs). Maintenance / progress is documented in case notes, tracked and Individual Care Plans adjusted accordingly.

25. **How many total (unduplicated) clients are served by your program annually, regardless of the funding source supporting the client and/ or the county that the client resides in (total should include all program sites)?**

26. **How many (unduplicated) Fulton County clients are served by your program annually (total should include all Fulton County programs)?**

26a. **How many (unduplicated) Fulton County clients served by your PROGRAM live at or below the poverty level?**

26b. **What data does your PROGRAM use to determine the number of (unduplicated) clients that live at or below the poverty level?**
   a. **Family income**
   b. **Family receives TANF**
   c. **Family receives Food Stamps**
   d. **Family receives Medicaid**
   e. **Family receives S.S.I.**
   f. **Family receives PeachCare for Children**
   g. **Other**

27. **Please estimate the program cost per Fulton County client $_____; If funded, how much of the total cost per client will Fulton County grant dollars cover per client _____.**

27b. **Please provide the formula used to determine this estimate.**

Program Operations

28. **The program begins on (Please provide the exact date when this program is expected to begin and end).**

28a. **Provide program hours for each day of the week. If awarded a FRESH or Human Services Grant, this information will be utilized to develop the scopes of duties.**
   Days: M   Tu   W   Th   F   Sat   Sun

   Hours:

29. **Identify accessibility to local transportation or transportation services designed for the target populations.**

30. **Please explain and include all efforts of reasonable accommodations as defined by the Americans with Disabilities Act (ADA) for staff and clientele at the program site.**

31. **Please describe all capacity building activities, including, but not limited to, board development, staff development, fundraising events, etc.**

32. **What are your marketing plans for the program in which you are seeking F.R.E.S.H. Grant or Human Services Grant funds to support (i.e. public awareness, advertising,   publications, etc.)?**

Program Budget Information:

33. **Projected Budget Expenses for entire program for which you are requesting funding (Grant period January 1, 2015 – December 31, 2015).** Out of the total amount projected, indicate the dollar figures your agency plans to designate in each of the following Cost Categories:
1. Administrative, 2. Operational, 3. Direct Services.

Expense	Cash Amount	In Kind
Cost Category:		
Administrative:		
Operational:		
Direct Service:		
TOTAL PROJECT EXPENSES - Cost Category:		

33a. Projected budget expenses per Cost Subcategory. Amounts should be consistent with projected expenses identified within the budget Cost Category (Administrative, Operational, and Direct Services) Note: The Subcategory total should equal the Cost Category total listed above.

Expense	Cash Amount	In Kind
Cost Subcategory:		
Administrative (Staff /Personnel)		
Operational (Space Rental/Utilities)		
Operational (Staff Travel)		
Operational (Marketing/Catalogues)		
Operational (Office Supplies)		
Direct Services (Staff /Personnel)		
Direct Service Expenses (cash assistance, shelter, food, scholarships, rental assistance, transportation assistance, program supplies, etc.)		
Direct Service Expense (Outside Fees, subcontractors, etc.)		
Direct Service Expense (Outside Fees/ Services-Other)		
Other (explain):		
TOTAL PROJECT EXPENSES - Cost Subcategory:	$	$

33b. Projected Budget Income for entire program for which you are requesting funding (Grant period January 1, 2015 – December 31, 2015)

Income	Cash Amount	In Kind
Revenue-Admissions		
Revenue-Contracted Services		
Revenue-Other		
Support-Corporate		
Support-Foundation		
Support-Other Private		
Support-Federal		
Support-Regional/State		
Support-Local		
Support-F.R.E.S.H./Human Services Grant		
Applicant Cash		
TOTAL PROJECTED INCOME:		

Future Funding:

34.   What are your plans for future funding of this program?

34b. What steps have you taken or will take to secure future funding?

Human Services Grant Specific Information

TOTAL GRANT REQUEST? $_____.
Note: No more than 50% of the agency's operating budget may be requested, and amount may not exceed a total request of $100,000.00 per application. For the purposes of this grant eligibility requirement, the agency's operating budget should be based on the agency's total unrestricted expenses for the last fiscal year review period. (Note: The unrestricted expenses must come from an eligible audit conducted during fiscal year review periods between January 1, 2012, and December 31, 2014).

To be eligible to receive 2nd half payment, agencies are required to expend at minimum 85% of each funded program's 1st half grant award.

35.   Describe in clear and specific detail how you plan to spend the requested funding amount. Out of the total amount requested, indicate the dollar figures your agency plans to designate in each of the following spending categories:
1. Direct Services, 2. Operational, 3. Administrative.
(See definitions page for explanation of categories.)
Include in your description the specific input and activities to be funded by the grant award amount. *If awarded, this information will be used to develop the agency's "Scope of Contractor's Duties".*

Designation of Grant Funds	Designation of Funding Request	Detailed Explanation of Requested Funding
Cost Category:		
Administrative: *(Not more than 3.5% of grant award can be used for administrative costs.)*		
Operational:		
Direct Service:		
Total - Cost Category:		

Designation of funds per **Cost Subcategory** should be consistent with designation of funds identified within the budget Cost Category (Administrative, Operational, and Direct Services). Note: The Subcategory total should equal the Cost Category total listed above.

Cost Subcategory:	Designation of Funding Request	Detailed Explanation of Requested Funding
Administrative (Staff /Personnel) *(Not more than 3.5% of grant award can be used for administrative costs.)*		
Operational (Space Rental/Utilities)		
Operational (Staff Travel)		
Operational (Marketing/Catalogues)		
Operational (Office Supplies)		
Direct Services (Staff /Personnel)		
Direct Service Expenses (cash assistance, shelter, food,		

scholarships*, rental assistance, transportation assistance, program supplies, etc.)		
Direct Service Expense (Outside Fees, subcontractors, etc.)		
Direct Service Expense (Outside Fees/ Services-Other)		
Other (explain):		
Total - Cost Subcategory:	$	

* Agencies who use F.R.E.S.H. or Human Services funding for scholarships (or similar donations), will be required to provide, as a part of the quarterly reporting, an acknowledgement (letter, receipt, etc.) from parents or participants who receive the scholarship dollars.

Negotiated Scopes

36. How many unduplicated clients will be served with this grant?
(**Note:** Funds being requested through the FRESH and Human Services grant application may only serve clients who reside in Fulton County.)

36b. For the program in which you are seeking funding, does the agency rely on one source/organization for the majority (over 50%) of program referrals?   Y_____ N _____.
If the answer to this question is yes, agencies must provide a Memorandum of Understanding/MOU Agreement that states the referring agency agrees to provide referrals to the grant funded agency. Terms of the agreement must be applicable for the 2015 Grant Cycle (January 1, 2015-December 31, 2015). The agreement must include the following: signature and title of both parties, date that agreement was signed, dates/timeframe that the agreement is valid. Agencies that are awarded 2015 funding must provide the MOU by June 30, 2015.

37. Can the proposed Scope of Contractor's Duties outlined in question 35 be amended if only partial funding is recommended? (Yes or No)

37b. If so, what specific modifications would need to occur if only partial funding was awarded?
Note: *If awarded funding this information will be utilized during the negotiation of scope phase of the grant to develop the contract.*

Please respond to question 37b using this formula and language below:
(Calculate based upon % of request received vs. requested. Example: with 75% of requested award organization will be able to provide services to _____# of clients; With 50% of requested award organization will be able to provide___ weeks/days/hours of service etc.…). Additionally, provide the amount of funding that the organization considers the minimum award amount acceptable to provide this service at any level.

37c. **Using the Designation of Grant funds chart below, provide a budget scenario if awarded funding at 75%, 50%, and 25% of requested grant amount.**
Note: *If awarded funding this information will be utilized during the negotiation of scope phase of the grant to develop the contract.*

Designation of Grant Funds *(If funded at 75% of requested grant amount)*	Designation of Funding Request	Detailed Explanation of Requested Funding
Cost Category:		
Administrative: *(Not more than 3.5% of grant award can be used for administrative costs.)*		
Operational:		
Direct Service:		
Total - Cost Category:		
Cost Subcategory: *(If funded at 75% of requested grant amount)*	Designation of Funding Request	Detailed Explanation of Requested Funding
Administrative (Staff /Personnel) *(Not more than 3.5% of grant award can be used for administrative costs.)*		
Operational (Space Rental/Utilities)		
Operational (Staff Travel)		
Operational (Marketing/Catalogues)		
Operational (Office Supplies)		
Direct Services (Staff /Personnel)		
Direct Service Expenses (cash assistance, shelter, food, scholarships*, rental assistance, transportation assistance, program supplies, etc.)		
Direct Service Expense (Outside Fees, subcontractors, etc.)		
Direct Service Expense (Outside Fees/ Services-Other)		
Other (explain):		
Total - Cost Subcategory:	$	

Designation of Grant Funds *(If funded at 50% of requested grant amount)*	Designation of Funding Request	Detailed Explanation of Requested Funding
Cost Category:		
Administrative: *(Not more than 3.5% of grant award can be used for administrative costs.)*		
Operational:		
Direct Service:		
Total - Cost Category:		
Cost Subcategory: *(If funded at 50% of requested grant amount)*	Designation of Funding Request	Detailed Explanation of Requested Funding
Administrative (Staff /Personnel) *(Not more than 3.5% of grant award can be used for administrative costs.)*		
Operational (Space Rental/Utilities)		
Operational (Staff Travel)		
Operational (Marketing/Catalogues)		
Operational (Office Supplies)		
Direct Services (Staff /Personnel)		

Direct Service Expenses (cash assistance, shelter, food, scholarships*, rental assistance, transportation assistance, program supplies, etc.)		
Direct Service Expense (Outside Fees, subcontractors, etc.)		
Direct Service Expense (Outside Fees/ Services-Other)		
Other (explain):		
Total - Cost Subcategory:	$	

Designation of Grant Funds *(If funded at 25% of requested grant amount)*	**Designation of Funding Request**	**Detailed Explanation of Requested Funding**
Cost Category:		
Administrative: *(Not more than 3.5% of grant award can be used for administrative costs.)*		
Operational:		
Direct Service:		
Total - Cost Category:		
Cost Subcategory: *(If funded at 25% of requested grant amount)*	**Designation of Funding Request**	**Detailed Explanation of Requested Funding**
Administrative (Staff /Personnel) *(Not more than 3.5% of grant award can be used for administrative costs.)*		
Operational (Space Rental/Utilities)		
Operational (Staff Travel)		
Operational (Marketing/Catalogues)		
Operational (Office Supplies)		
Direct Services (Staff /Personnel)		
Direct Service Expenses (cash assistance, shelter, food, scholarships*, rental assistance, transportation assistance, program supplies, etc.)		
Direct Service Expense (Outside Fees, subcontractors, etc.)		
Direct Service Expense (Outside Fees/ Services-Other)		
Other (explain):		
Total - Cost Subcategory:	$	

Acknowledgment:

If funded, all advertising, promotions and other publicity in connection with the supported program(s) must include the following acknowledgment:

"Funding provided in part by the Fulton County Board of Commissioners, under the guidance of the Fulton County Office of Grants and Community Partnerships."

[This space left intentionally blank]

Assurances:
This provision will also be extended to cover all subcontracts. The applicant assures and certifies with respect to the Grant that:

1. It possesses legal authority to apply for the grant and that a resolution motion or similar action has been adopted or passed as an official act of the applicant's governing body authorizing the completion of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. No person shall on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the applicant receives Fulton County Government financial assistance.

3. The following statement will be included by the applicant when implementing a program / activity that is funded by Fulton County Government: "No person shall, on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability, be excluded from employment under a contract funded in whole or part by Fulton County Government."

4. It will prohibit employment discrimination where: (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in disparate treatment of persons who are or should be benefiting from the grant-aided program / activity.

5. It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by desire of private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6. It will give Fulton County Government, the Fulton County Office of Grants and Community Partnerships, or other grantor agency through authorized representatives the access and right to examine all records, books, papers, or other documents related to the grant.

7. It will immediately inform the Office of Grants and Community Partnerships staff or designee, of any major changes in the agency (i.e. change in contact information, program locations, etc.)

8. It is the policy of Fulton County Government that minority and female business enterprises shall have maximum opportunity to participate in Fulton County Government projects. Consequently, Fulton County Government's Minority/ Female Business Enterprise Program has established a goal that at least thirty-three percent (33%) of the dollar value of all publicly awarded contracts shall be with businesses owned and controlled by members of established minority/female groups. This shall in no way be considered or operate as a fixed quota. In this regard, the agency to which any award of this solicitation is made shall take all necessary and reasonable steps in accordance with this solicitation to ensure that minority / female business enterprises have the maximum opportunity to participate in the resulting contract. The agency shall not discriminate on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability in the award of performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the agency prior to the owner's award of any contract related to this solicitation shall take affirmative action and otherwise make good faith efforts as described in this section to subcontract with and select contractors, vendors, and suppliers from minority / female business enterprises.

9. The State of Georgia prohibits the use of public funds in any way that advances either directly or indirectly the purposes of any sectarian institution. Agency assures under penalty of law that the receipt of public funds from Fulton County Government is not in furtherance of any sectarian institution.

We, the undersigned, certify that to the best of our knowledge and belief, data contained in this application is accurate and true. This application document has been duly authorized by the governing body of the applicant agency and the agency / program will comply with the necessary requirements, certifications and assurances if a grant is awarded by Fulton County Government.

Chair, Board of Directors: _____

Date: _____

Executive Director or Corporate Secretary: _____

Date: _____

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Job Description/Resume

If you are requesting funds for personnel, complete this form within Fulton County WebGrants. Job titles are to be consistent with positions indicated in the program budget presented in **question 35**. **(NOTE: THIS PAGE IS LOCATED IN THE "APPLICATION FORMS" SECTION OF THE FULTON COUNTY WEBGRANTS ONLINE SYSTEM.**

Please upload resume(s) for staff who are currently serving in the positions indicated in the program budget presented in question 35. To upload documentation, use the "Other Supportive Documentation" section on the "Application Forms" page in WebGrants.
Complete a separate form for each staff position for which you request F.R.E.S.H. or Human Services Grant funds to support.

JOB TITLE: _____

NUMBER OF POSITIONS: _____

SPECIFIC DUTIES:

_____

_____

_____

MINIMUM EDUCATION / EXPERIENCE:

_____

_____

_____

SCHEDULE OF PROGRAM ACTIVITY:

Start-Up Date: _____

End Date: _____

Days / hours per week: _____

Number of weeks: _____

Position is currently filled by: _____

Position is not currently filled. If requested personnel funds are approved, hiring will be

completed no later than _____.

Application Submission Procedures

Deadline for receipt of ALL 2015 Grant Applications is:

Friday, March 13, 2015
By 3:00 pm

**Application must be completed and submitted ONLINE via Fulton
County WebGrants application system
http://fultoncountyga.gov/WebGrants
on or before the March 13, 2015, 3:00pm deadline**

Hard copy and Facsimile applications WILL NOT be accepted.

Applications received after the deadline WILL NOT be accepted.

Incomplete applications WILL NOT be processed.

District Locator *(As of January 1, 2015)*:

To access the new Fulton County District Maps, as of January, 1, 2015, visit the Fulton County Geographic Information System (GIS) Website at http://www.fultoncountyga.gov/gis-maps

Below are instructions for two (2) options on how to determine which Fulton County Commission District residents/participants reside in.

Option 1:
Fulton County Commission District Locator Instructions:

➢ **Go to: http://www.fultoncountyga.gov/commissioners**

➢ **Go to right side menu and look for the following verbiage:** *"Not sure what district you're in? Enter your address below to find out!"*

➢ **Enter street address**
   If address does not appear, you may need to use an abbreviated suffix when searching, such as Dr., Rd., Ln. or just enter the street number and street name without a suffix (i.e. 141 Pryor).

➢ **Enter City and Select Find District**
   If the address entered is registered in Fulton County, the results will show an address match and list the Fulton County Commission District (i.e. District 1, 2, 3, 4, 5, or 6).

Option 2:
Fulton County GIS Map Instructions:
Search Addresses to determine Fulton County Commission District

➢ **Go to: http://www.fultoncountyga.gov/fcgis-home (Fulton County Geographic Information System)**

➢ **Left side Menu –Click on "Property Profile"**

➢ **Enter address and click search (example: 141 Pryor St SW)**
   o **If address does not appear, you may need to use an abbreviated suffix when searching, such as Dr., Rd., Ln. or just enter the street number and street name without a suffix (i.e. 141 Pryor).**

➢ **Results of search will appear. Click desired result**

➢ **Under "Property Profile", scroll down to the section labeled, "Political"**

➢ **The Commission District and Commissioner's name will display under the section labeled, "Political"**

➢ **To enter new address, go to left side menu – Click on "Property Profile" and repeat the steps above.**

To Contact the Office of Grants and Community Partnerships

For more information on the F.R.E.S.H. Grant Application, please e-mail:

hsd.applications@fultoncountyga.gov

Or call:

404-613-7944

Fulton County Office of Grants and Community Partnerships
137 Peachtree Street, SW, Suite 100
Atlanta, GA 30303
404-613-7944